



Employment Opportunity—Communications Consultant 3

January 10, 2012

The Washington State Department of Early Learning (DEL) helps ensure all children in Washington have high-quality early learning opportunities that prepare them for success in school and life. We work in partnership with parents, families, caregivers, and early learning professionals to offer information and resources that support healthy child development. Learn more about DEL at www.del.wa.gov.

Position Overview and Key Responsibilities

We are seeking a Communications Consultant 3 in our Lacey office. This position serves as the DEL public records officer and supports agency communication efforts under the direction of the Communications Manager.

This position is responsible for:

- Coordination of all agency public disclosure functions as mandated by RCW 42.56, including working with appropriate staff to fulfill requests, writing public disclosure policy for DEL, offering training and guidance to DEL staff and partners on the Public Records Act, writing and implementing internal DEL public disclosure policy and procedure; and managing the agency's records retention policy and procedures. Represent DEL in contacts with other governmental agencies, public/private agencies, child care consumers and practitioners, advocates, stakeholders and the general public.
- Internal communications: Determine need for publicizing, interpreting, or promoting DEL employee interest in programs, policies and services; select methods and techniques of disseminating information internally; evaluate effectiveness of internal communication program.
- Contribution to the success of the agency external communications plans, which may include writing for and laying out the external stakeholder newsletter; creating content for and maintaining the agency website; social media, preparing presentations and contributing to other communications projects as assigned. Support strategic alliances with the early learning system in Washington state.
- Establish and maintain publication schedules and coordinate schedules with production personnel to assure conformance with publication specifications; represent agency when special handling or unusual production schedules are required; serves as agency's agent in resolution of publication matters.
- Other communications duties as assigned, which may include editing and formatting PowerPoint presentations and scheduling and setting up webinars.

Desirable Qualifications

DEL is most interested in candidates who meet or exceed the following criteria:

- Bachelor's degree (in journalism, English, communications, public relations, or related field)
- Excellent verbal and written communication skills
- Ability to communicate complex material clearly to a diverse audience
- Knowledge of public disclosure laws, rules and policies

Kids' Potential, Our Purpose

- Knowledge of public records retention laws
- Ability to work independently and with others
- Ability to prioritize projects to meet deadlines
- Positive attitude that contributes to healthy, productive workplace environment
- Knowledge of InDesign and layout principles
- Knowledge of PowerPoint, Word, Excel and SharePoint

Annual Compensation Range —\$39,312 to \$51,552 annually, DOQ

Washington state offers a solid benefits package that includes a state retirement plan, deferred compensation, paid holidays, paid vacation and sick leave, a full array of health, dental, life and long-term disability insurance coverage, and other optional benefit programs.

This position is covered by a Collective Bargaining Agreement with the Washington Federation of State Employees (WFSE) which contains a “union security” provision. This means that, as a condition of employment, you must either join the union and pay union dues or pay the union a representation or other fee within 30 days of the date you are put into pay status.

Application procedure

Interested candidates may apply via www.careers.wa.gov, or by submitting

- A letter of interest (addressing the elements listed in the *Desirable Qualifications* section of this announcement, **in the order they are listed**); and
- A current resume

Submit application materials to: HR@del.wa.gov

Please include your last name and the position title in the subject line of your email.

If email is not possible, mail application packet to:

Washington State Department of Early Learning—Human Resources Department
PO Box 40970 Olympia, WA 98504-0970
FAX to 360/407-1437

Candidate evaluation will be ongoing and it will be to the applicant’s advantage to submit materials as soon as possible. Applications received after **January 17, 2012** may not be considered.

The Department of Early Learning is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please call 360.725.4922 or fax 360.407.1437.

Email: hr@del.wa.gov